Request for Quotes for

Web Design

Response Due: September 18th, 2020

Inquiries and proposals should be directed to:
George Phillips-Olivier
1801 Superior Ave Suite 400
Cleveland, OH 44114
Introduction
The Council for Economic Opportunities in Greater Cleveland, (CEOGC) is a nonprofit organization and the Community Action Agency for Cuyahoga County that assists residents in achieving their full potential. The Council delivers education, personal and professional development programs and support services to residents of Cuyahoga County. Programs include Early Head Start (birth to three), Head Start (three to five years of age); individual assessments for classes and coaching sessions on topics including parenting, anger management and life skills; and professional development; job readiness, customer service training and job placement. The Council also delivers the Home Energy Assistance Program (HEAP).

General Information

This request for quotes (RFQ) is to identify qualified and experienced IT/Graphics companies or individual(s) to design a new agency website. Professional IT/Graphics companies or individual(s) may apply.

The intent of this RFQ and the resulting contract is to obtain web design services for CEOGC. This agency has recently completed a redesign and rebranding of the agency to include a new name as well as a new logo in an attempt to clarify the current mission and values of the agency. The web redesign is the final stage of this process, and will display the new look of the agency on the digital, and internet platform.

The following are the web design needs your proposal must address:

✓ Simple and easy to follow web UI design
✓ Create and provide site map
✓ Website must be optimized for both desktop as well as mobile platforms
✓ Website must have document upload as well as download functionality
✓ Website must have the ability to handle multiple site visits and server requests
✓ Home page of the website must be simple to update images or graphics for recurring news announcements or other featured materials
✓ Website must meet a high level of security to protect user and company information
✓ Ability for user to create password and profiles to apply for potential jobs
✓ Ability for companies to create and post jobs with password and profiles per company
✓ Free template based designs are acceptable provided there are no recurring license fees for use of the template
✓ Meet Web Accessibility standards
✓ Search engine optimization to increase higher ranking
✓ Highlight our products and services
✓ Web statistics and tracking
✓ Establish a clear time frame for the development process
✓ Turn over ownership of all files and graphics for the website
✓ Provide post design support
Please provide details in your proposal on how your system meets or does not meet each item listed in the above bulleted list. Please organize your response as listed above and answer each point listed.

**Method of Procurement and Type of Contract**

All goods and services solicited under this RFQ shall be procured by a competitive review process. All submissions will be reviewed for completeness, to ensure they are both responsive and responsible. A review committee will be formed to assess all submissions deemed responsive. Depending on the response size, a top or final three (3) or four (4) proposals, scoring the highest, based on agency established criteria, will be determined. This final group may or may not be subjected to another round of more detailed review that may include a virtual question and answer session with the agency review committee. A final candidate will then be selected as the highest scoring, preferred vendor, and recommended to both our CEO and Board of Directors for contract award.

**Eligible respondent and Competency**

CEOGC is prohibited from awarding funds to any party debarred, suspended or otherwise excluded from or ineligible for participation in Federal assistance programs in accordance with Department of Labor regulations.

**Period of Performance**

The contract negotiated as the result of this solicitation may commence in October, 2020. The contract period may be varied by CEOGC as necessary to be in compliance with State and Federal regulations.

**Response Deadline**

The response to the RFQ is due September 18th 2020. All responses must be submitted via email. Due to the current health crisis, no direct contact or mail submissions will be accepted. Responses and all inquiries should be sent to the following email address:

George Phillips-Olivier  
gpolivier@ceogc.org

The cover page of your response should reflect your company or individual name, and the words *Web Redesign RFQ*. All submissions become the property of CEOGC. Prior to the response deadline, entries may be withdrawn. After the deadline submission date, all entries will be considered for review. Proposals will not be shared with other outside entities.

CEOGC reserves the right to accept or reject any or all proposals received, or to cancel or reissue this RFQ in part or in whole.
CEOGC reserves the right to award a contract for any goods or services in any quantity that CEOGC determines, at its sole discretion it determines is in its best interest.

Proposal Responses
All proposals must include the following information:

✓ The proposal cover sheet must identify a primary contact person, as well as the signatory authority, with the legal authority to enter into legal agreements on behalf of the proposing organization
✓ Statement of respondent’s understanding of this RFQ, its requirements, and the services to be performed
✓ A statement from the authorized signatory that the proposal is valid for 90 days after the submittal deadline; and
✓ A positive statement of commitment to perform the services within the period specified
✓ Complete, detailed responses to page 2 of this RFQ. Responses should be organized as presented on that page, in the order presented. A response should be included for each question or query
✓ A complete budget for this RFQ consisting of detailed fee information based on initial web design and any other material costs.
✓ Profile of the responding firm including the location of the office from which the work is to be performed
✓ Liability coverage of firm (Submit proof of insurance)
✓ 3 business references
✓ Samples of other web designs completed complete with time lines of completed work and contact information